LOCKING DOWN

**Personal Computer (PC) Version**

Do's and Don'ts

- Do monitor the videos that your children are watching, even if they are in "Restricted Mode."

- Do use Two-Factor Authentication to protect all your information. Enable this function via your Google Account.

- Do set all your videos to "Unlisted" or "Private" so that you maintain full control over who can see them.

- Do **not** allow your children to post "Public" videos to their YouTube account. Posting public videos allows "subscribers" (strangers) to follow your children on YouTube.

- Do **not** ignore the "Comments" and feedback on your published videos. Review them to make sure they don't reveal any personal information about you.

YouTube is a video sharing service with which users can create their own profile, upload videos, watch, react to, and comment on other videos. Created in 2005, YouTube is now one of the most popular sites on the Internet.

** *This SmartCard provides guidance on how to secure your YouTube account on personal computer (PC) and mobile devices, both iPhone and Android. PC instructions are followed by mobile device instructions below.*
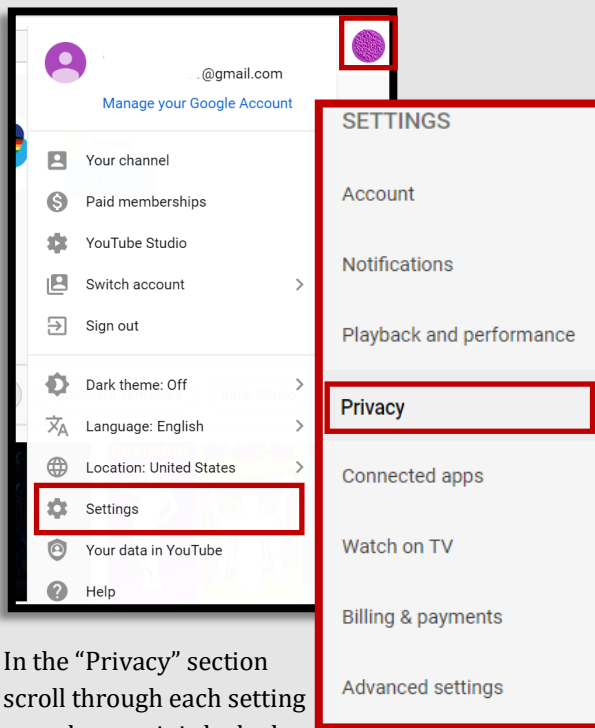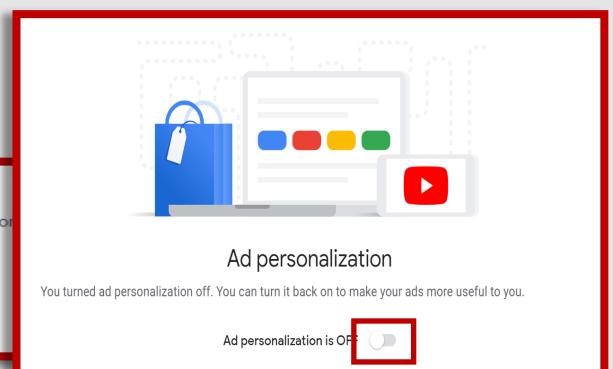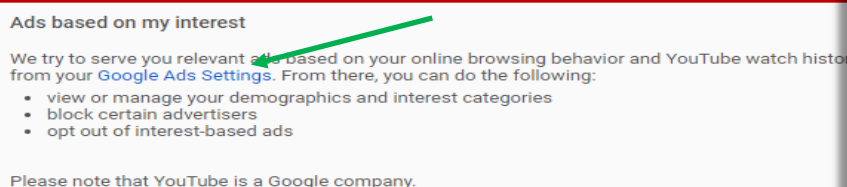
Privacy Settings

Your "YouTube Account" (if you have one) is connected to your "Google Account", meaning your Google email and password are used to sign into YouTube. To set your security and privacy settings on YouTube, let's begin with "Settings". Look to the top right of your screen and select your "Google Profile" picture (see left). From the dropdown menu, select "Settings", and the "Settings" menu will appear. Select "Privacy".
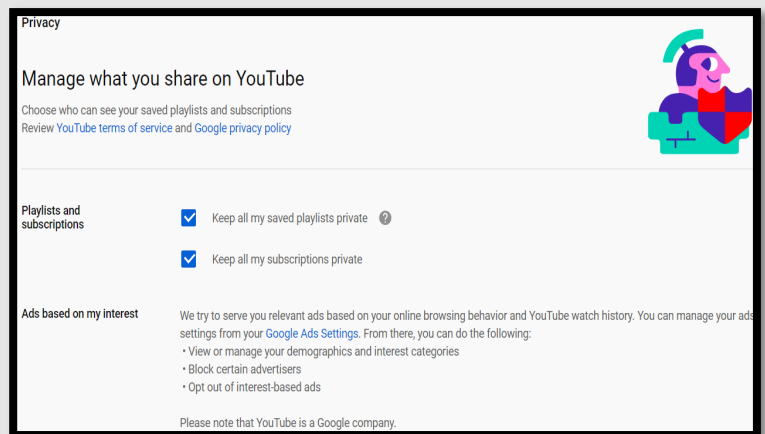
In the "Privacy" section scroll through each setting to make sure it is locked down. We recommend you keep all sections in "Manage what you share on YouTube" private, set the toggles to "On" or "Check" the boxes. In the section "Ads based on my interest", we recommend turning this feature off, as in order for it to function it must collect data from you. Disable the "Google Ads Settings" by selecting "Google Ads Settings", then set the toggle to "Off" as seen below.

LOCKING DOWN

## Personal Computer (PC) Version

Restrict Mature Content

Parents, are you concerned with what your children are watching on YouTube? "Restricted Mode" can help you ensure they are not being presented mature content. To enable this feature, select your "Google Profile" icon again. On the dropdown, you will need to scroll to the very bottom, select "Restricted Mode", set the toggle to "On".
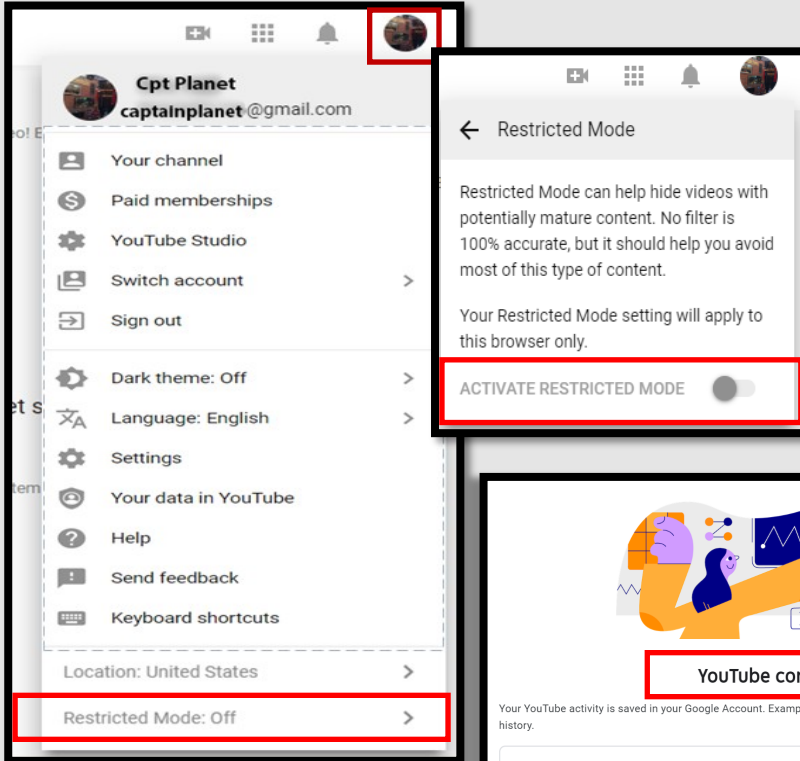
Delete History

Another important feature located at the bottom of your "Account Menu" (from your "Google Profile" icon) is the "Your data in YouTube" tab. Just as it is important to clear your browser history on your search engines, it is important to manage and clear your history on your YouTube account. Select "Your data in YouTube". On the next page, scroll down to "YouTube Controls", select "Manage your YouTube Watch History". (see below, green arrow)
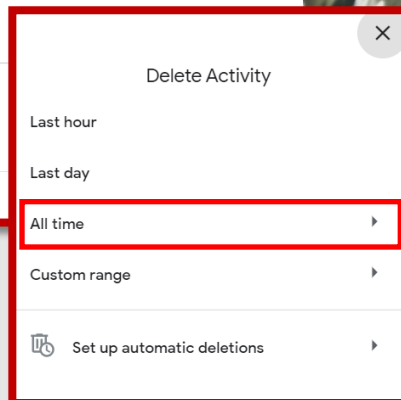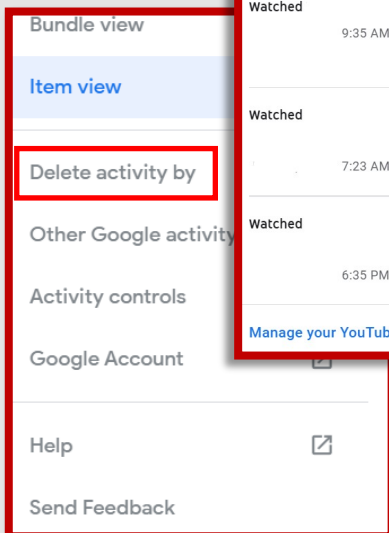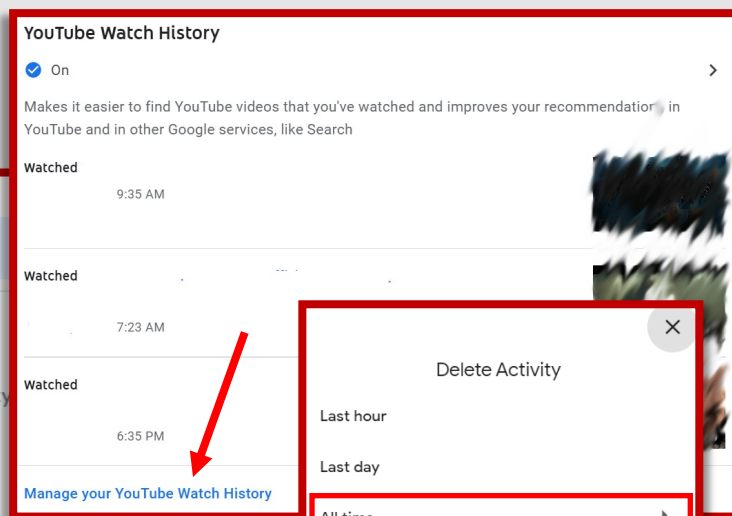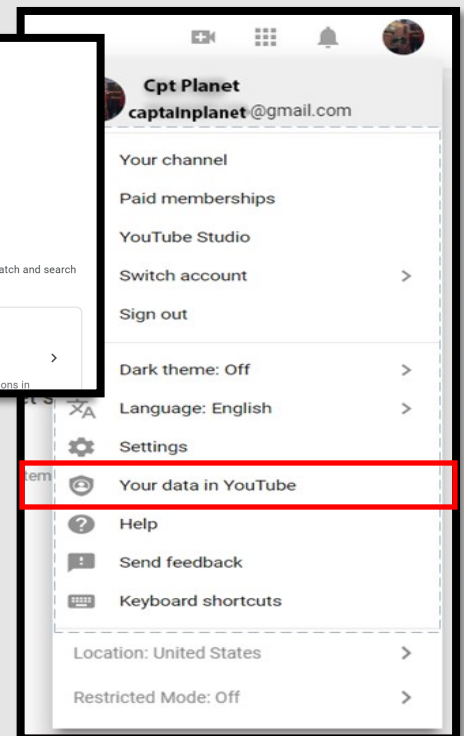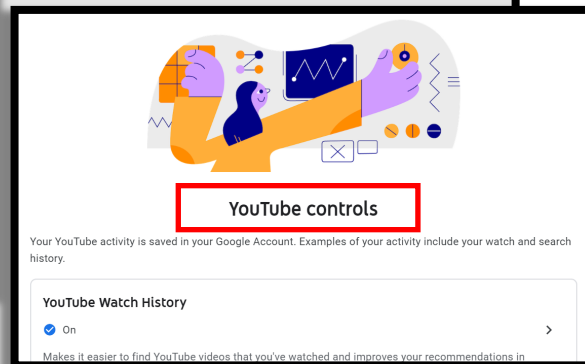
From "Manage your YouTube Watch History" a new page will load (see left). Look to the left of your screen to see a menu of available options to manage and delete your history. We recommend you select "Delete activity by", then select "All time", which will delete your entire history. You can also set up automatic deletions and YouTube will delete your history according to the schedule you designate.
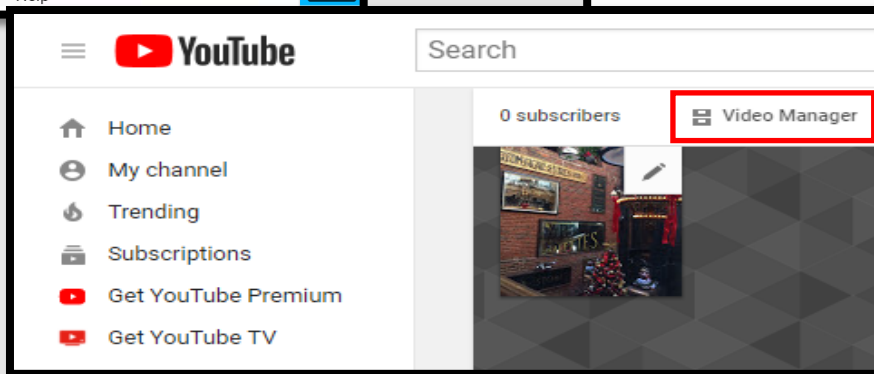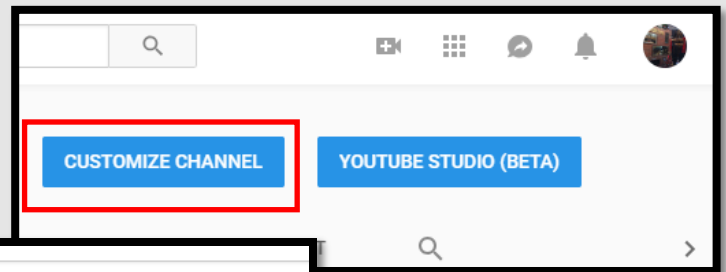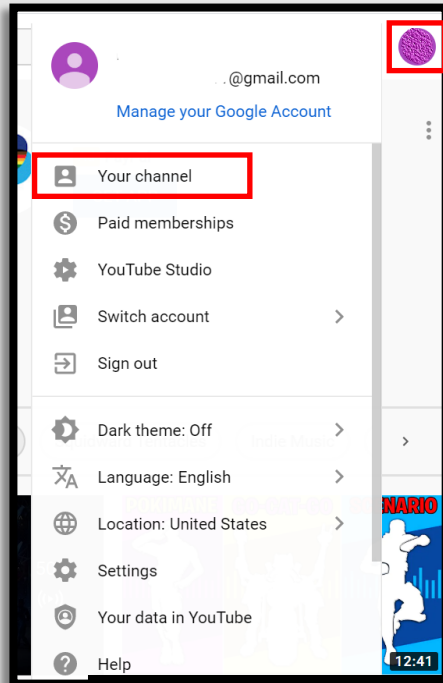
Set up automatic deletions to have YouTube delete your watch and search histories automatically, or delete manually. #themoreyouknow
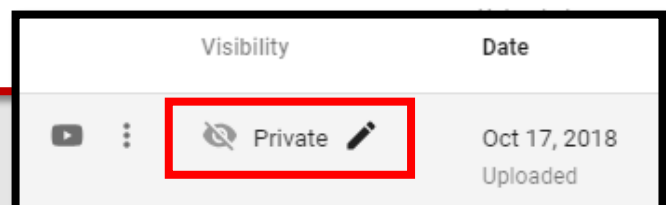
LOCKING DOWN

Personal Computer (PC) Version

Who can see your videos?

One of the main uses for YouTube is of course uploading and watching videos. In order to upload your videos and create privacy settings you must first locate your "Video Manager." Select the "Google Profile" icon, and on the dropdown menu select "Your Channel." Then press the blue "Customize Channel" button. Next, select "Video Manager" at the upper middle part of the page. Here you will be able to upload and edit videos. In order to edit the "Visibility" of a video, or who can see the video, simply hover over the "Visibility" column next to the video and select the "Down Arrow" or the "Edit" icon. From the popup menu that appears, you can choose "Private", "Unlisted", or "Public" - we recommend you select "Unlisted".

The "Unlisted" privacy setting on YouTube means that your video is only visible to viewers who have a link to the video. "Private" means only you can view the video. And "Public" means anyone can search for the video and view it, react to it, and comment on it. Once a video is uploaded to YouTube and made "Public" there is no real way to pull back the video - it can be shared, liked, and commented on, and you lose control of it.

Restricted Mode doesn't catch everything, and it's easy to disable. It is important to check on your children and even teenagers while they are using YouTube.

LOCKING DOWN

Mobile Device Version

*** This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal, in such cases iPhone images are outlined **black** and Android **red**.*

Who can see your videos?
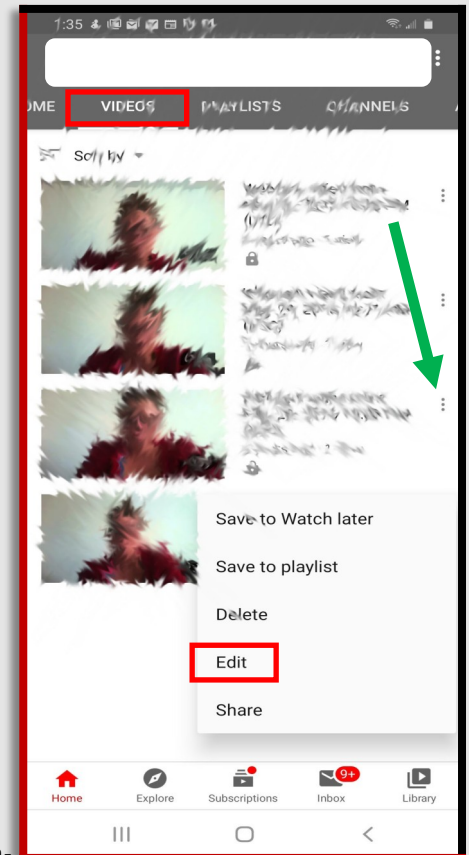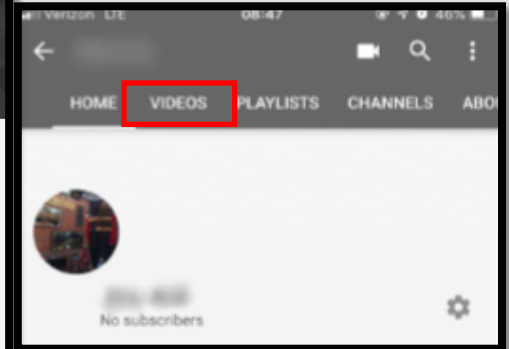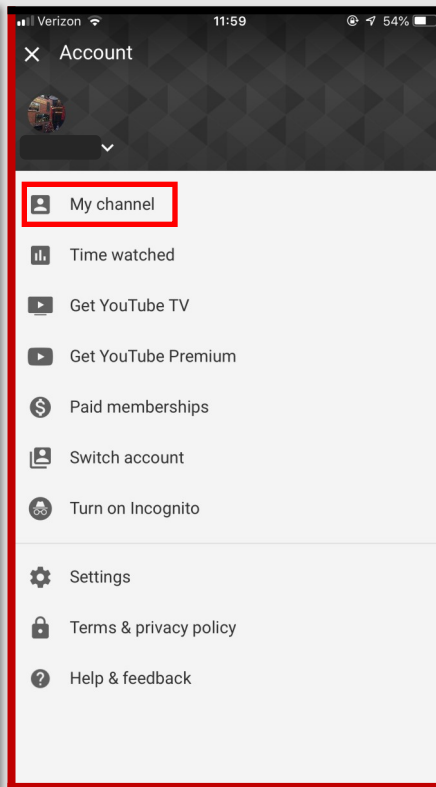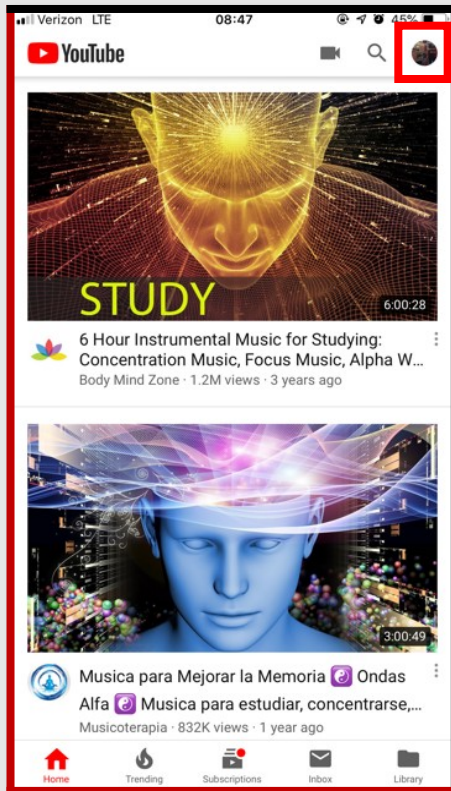
In order to access uploaded videos and change their privacy settings via your smart devices, follow these steps.. From the "YouTube App", select your "Google Profile" picture / icon, then select "My Channel." Next head to the top menu and select "Videos" to take you to the video upload and settings section. The videos you have uploaded appear here, and you can edit them from this page by selecting the three ellipses to the right of each video, then select "Edit", and then select "Privacy" and choose your privacy setting - we recommend "Private" or "Unlisted".

The "Unlisted" privacy setting on YouTube means that your video is only visible to viewers who have a link to the video. "Private" means only you can view the video. And "Public" means anyone can search for the video and view it, react to it, and comment on it. Once a video is uploaded to YouTube and made "Public" there is no real way to pull back the video - it can be shared, liked, and commented on, and you lose control of it.

FYI - YouTube allows users to be in "Incognito Mode".   Simply select the "Turn on Incognito" from your "Google Profile Settings" menu (see above).
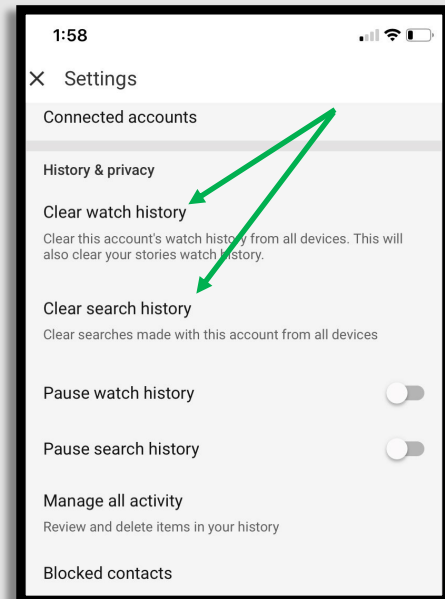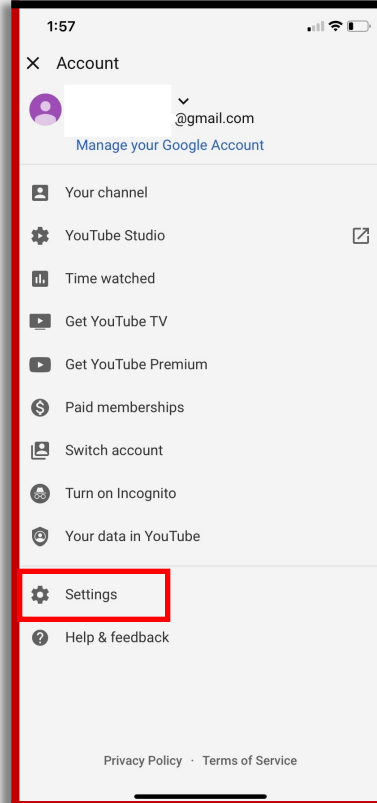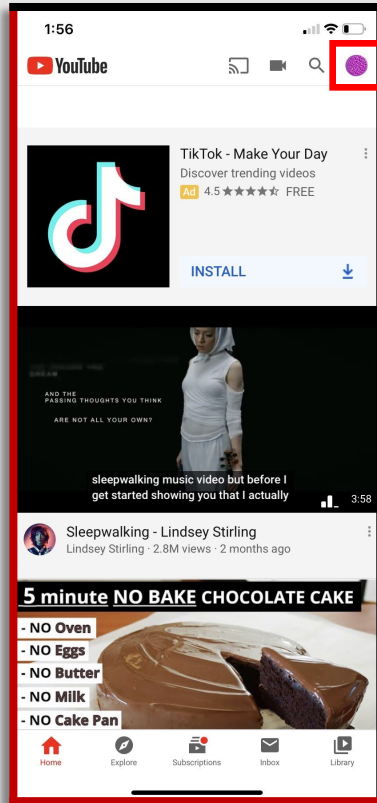
LOCKING DOWN

Mobile Device Version

*** This information describes how to make your account secure on Android and iPhone mobile devices. Differences between iPhone Operating System (iOS) and Android Operating System (AOS) are minimal, in such cases iPhone images are outlined **black** and Android **red**.*

<div style="writing-mode: vertical">Your phone is your ultimate endpoint. You likely carry it everywhere and it holds your most sensitive information. Make sure to check for updates quarterly. #Staysafeonline</div>

Clear History

On iPhone (images outlined black): select your "Google Profile" icon, then select "Settings", scroll down to "History & Privacy". Follow prompts for "Clear watch history" and "Clear search history".

On Android (images outlined red): select your "Google Profile" icon, then select "Settings", then "History & privacy". Follow the prompts to "Clear watch history" and "Clear search history".

Restrict Mature Content
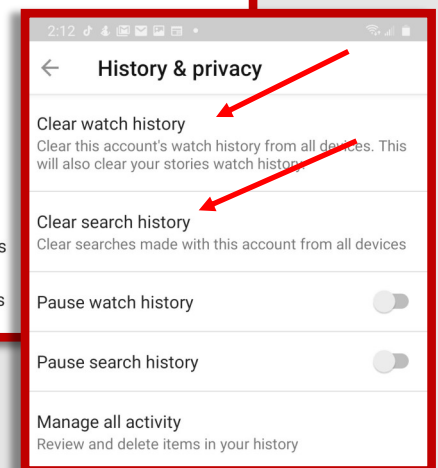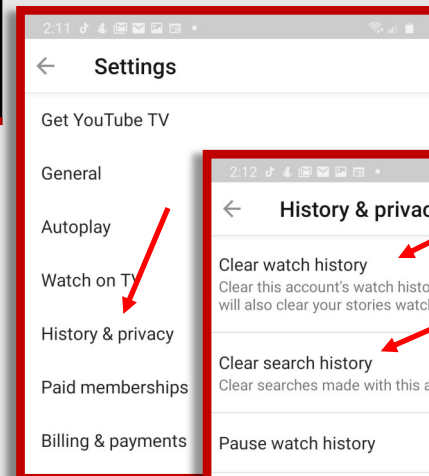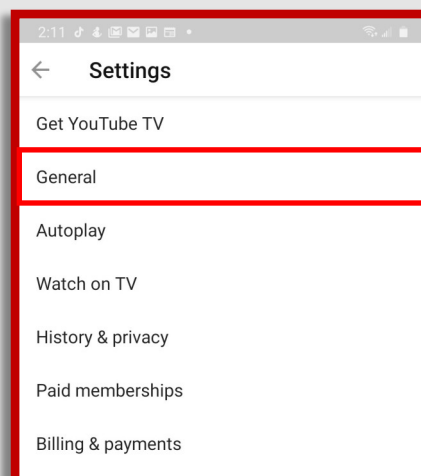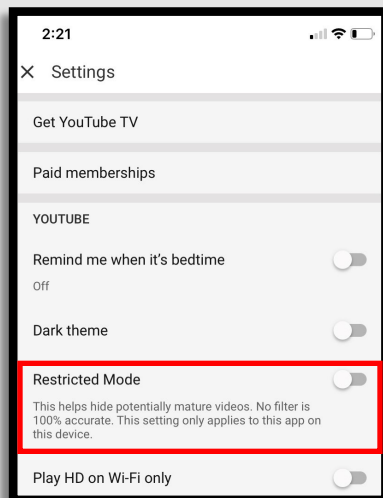
On iPhone: go back to "Settings", then set the "Restricted Mode" toggle to "On"

On Android: under "Settings", select "General", scroll down to "Restricted Mode" and set the toggle to "On".

Remember this is a good idea if you have children that use your YouTube account.